

## **NOTICE AND AGENDA SPECIAL FARMINGTON CITY COUNCIL MEETING**

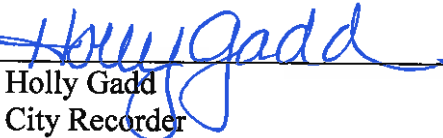
**NOTICE** is hereby given that the Farmington City Council will hold a special meeting on Wednesday, **December 4, 2013**, at 1:00 p.m. at the Farmington City Hall, 160 South Main Street, Farmington, Utah. The agenda will be as follows:

1. Introduction of new candidates.
2. Presentation by City Manager regarding form of government and communication methods.
3. Presentation from Department Heads regarding their responsibilities as a department and their needs and concerns for the future.
4. Presentation by City Attorney to discuss open meeting laws.

Adjourn to closed meeting.

DATED this 27th day of November, 2013.

**FARMINGTON CITY CORPORATION**

By:   
Holly Gadd  
City Recorder

*In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting, should notify Holly Gadd, City Recorder, 451-2383, prior to the meeting.*

## City Council Orientation -- Manager Comments

### **Mayor Roles –**

- Conducts Council meetings
- Liaison between Manager and Council as needed
- Does not vote except in case of a tie
- Signs applicable contracts, ordinances and resolutions for City

### **City Council Roles**

- Represent Citizens
- Approve Budget and staffing levels
- Set priorities
- Provide overall strategic direction of City
- Approve ordinances, resolutions, major policy decisions and other things as outlined in City Code

### **City Manager Roles (Hourglass example)**

- Directs city staff and day to day operations
- Carry out Consensus Council directions
- Minor policy and procedure authority
- With Staff, provide recommendations to Council as needed

### **Guiding Principles we live by:**

- To be effective takes a team. Every team member is valued.
- We work for all the Council and Mayor and do not play favorites.
- Transparency is important -- All Council members get the same information when requested or dispersed.
- We value consensus and professionalism. Being right and careful is more important than being wrong and fast.
- City Council DOES NOT direct staff -- City Manager does.
- No one likes surprises so we stick to established agenda deadlines.
- We study issues, provide options and make recommendations
- We expect respect from all – staff, elected officials, developers, public, etc., but do not forget we all signed up to be “public servants.”
- We believe in direct, frequent and honest communication and say what needs to be said – not what is politically correct.
- We never forget we are serving all the citizens of Farmington – Not just those yelling the loudest.

# Administration



**Keith Johnson**  
**Assistant City Manager**  
**15 years**



**Holly Gadd**  
**City Recorder / HR**  
**8 years**



**Shannon Harper**  
**City Treasurer**  
**5 years**



**Jeanine Nilson**  
**Utility Billing Clerk**  
**15 years**



**DeAnn Carlile**  
**Deputy Recorder**  
**8 years**



**Brenda Dyson**  
**Accounts Payable**  
**1 year**



**Linda Machen**  
**Secretary/Receptionist**  
**6 months**

## Administration Services:

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### *Reception*

Customer Service Walk ins and on Phone  
Utility Payment Data Entry

### *Utility Billing & Cemetery*

Utility Account Administration                      5500 Accounts  
Utility Billing  
Customer Service  
Cemetery Administration  
Burials  
Headstones

### *Accounts Payable*

Accounts Payables and Payments to Individuals  
4500 checks issued, \$13.2 Million paid in FY 2013

### *Treasurer & Business License*

Money Management  
Balancing Cash Drawers  
Daily Deposits to Bank                                      \$12 Million in FY 2013  
Treasury Responsibilities  
Payroll  
Business Licenses  
Investments                                                      \$11 Million in FY 2013

### *City Recorder & Human Resources*

Records Management  
Filing and Scanning Documents  
Agendas  
Council Packets  
Human Resource Administration                      60 Full Time, 150 Part Time Employees  
Policies and Ordinances

### *Assistant City Manager*

Budget Preparation and Implementation              \$20 Million Overall Budget in FY 2013  
Accounting  
Audit  
Financial Reports  
Impact Fee Administration  
Risk Management  
Employee Training for All Departments

# Challenges and Priorities for Administration

## Customer Service:

External and Internal Customers.

Service is everything we do.

## Processes, Controls and Technology

Making sure that everything gets accounted for accurately.

Keeping up with changes in technology and new technology.

## Financial Well Being

Ensuring the viability, growth and financial health of the City.

*City Engineer*  
*Chad Boshell*



## Public Works



Walt Hokanson  
Public Works Director  
23 Years



Ray White  
Street Superintendent  
31 Years



Larry Famuliner  
Water Superintendent  
14 Years



Cathy Rice  
Administrative Assistant  
17 Years



Abe Wangsgard  
Public Works Inspector  
6 Years



Brad Thurgood  
Fleet Manager  
7 Years





Dave Whyte  
Street Maintenance  
29 Years



Cory Brazell  
Street Maintenance  
7 Years



Kelly Liptrot  
Street Maintenance  
11 Years



Michael Reney  
Water Maintenance  
6 Years



Warren Duke  
Garbage Maintenance  
5 Years



Adam Keller  
Water Maintenance  
5 Years



**Mitch Hansen**  
**Street Maintenance**  
**2 Years**



**Carl Holm**  
**Water Maintenance**  
**2 Years**



**Cody Nelson**  
**Auto/Diesel Technician**  
**3 Months**



**Rich Callister**  
**Water Meter Reader**  
**12 Years**

## Street Department

The Street Department is responsible for the following:

### **Street Signs**

We maintain, inspect and repair 1,518 existing traffic control signs and 530 address signs throughout the City. We inspect all signs on quarterly to meet URMMA and MUTCD guidelines. As these guidelines change we are responsible to make sure our signs are up to the current standards.

### **Street Sweeping**

The street sweeper runs on an average of 9 months a year, 8 hours a day. Two months a year the sweeper concentrates on picking up leaves from City trees on Main Street and State Street. Street sweeping is mandated by the Storm Water Coalition.

### **Public Works Inspection / Blue Stakes**

We review all of the new infrastructure plans and inspect all critical work as it is being done. Our Inspector is responsible to Blue Stake the water lines, storm drain lines and streetlight power lines. So far this year he has marked 2,481 blue stakes.

### **Storm Drains**

We maintain and repair approximately 200,000 lineal feet of underground storm drains and about 6,000 feet of open ditches.

### **Garbage Cans**

At this time we have 5,587 black cans out and 1,448 extra black cans out. There are 4,815 recycle cans out making the total numbers of cans that we maintain is 11,850. This year we have delivered 685 new cans, 93 extra cans, picked up 328 cans and repaired 64. We have purchased 600 black cans and 300 blue cans this year.

### **Spring Cleanup**

Every spring the city crews along with Bland Tree Experts provide a city wide green waste cleanup. Spring Cleanup began on Monday, March 25, 2013 and was completed on Friday, April 5, 2013. The Bland crew and the Public Works crew worked together to haul the debris to Central Davis Sewer District. The Bland crew had 3 dump trucks and a loader and the City crew had 3 dump trucks, a loader and a backhoe working on Spring Cleanup. During the 2 weeks they hauled 366 dump truck loads to the Sewer District. The Sewer District makes chips out of the debris and uses the chips to make mulch.

### **Snow Removal**

During the 2012-2013 snow season which started on October 25<sup>th</sup> and ended on February 24<sup>th</sup> we plowed 41 days. A few years ago we started a night shift during the winter. The employee on call works from 8 pm to 6 am. This allows us a quicker response during snow storms. That employee can call out additional help when necessary. During prolonged storms we divide our crew in half and they work 12 hour shifts. We have a day crew and a night crew so at any given time there are 5 or 6 plows out. This past snow season our plow drivers worked 889 regular time

and 1060.5 overtime hours. Our fleet manager also worked more than 12 hours a day to keep the plows in working order. We use a mixture of red and white salt. We started off with our salt shed full which holds approximately 500 tons or 1,000,000 pounds of salt. In addition to the salt we already had we hauled 1,332.34 tons of red salt and 1,342.89 tons of white salt for a total of 2,675.23 or 5,350,460 pounds. We have a total of 172 lane miles to plow. Our 10 plow trucks drove a total of 18,378 miles which means each traffic lane was plowed approximately 107 times. We clear priority roads first. Priority roads include hills, main arteries and around schools. We try to have all roads clear within 10 hours, unless the storm is prolonged. The first pass of the plow is to open the roads then they will go back and push the snow back to the curb.

### **Street Maintenance**

The City is currently responsible for the maintenance of 172 lane miles. To put it into perspective that comes out to 1,992,369 square yards or 17,931,321 square feet. That is about .8 miles squared or 311 football fields counting the end zones. The RSL or Remaining Service Life of our network is 10.29. That number represents the average years of life left in the roads.

The monetary value of our network at a RSL of 10.29 is \$20,501,477.00

The value at a RSL of 8 is \$15,938,952.00

The value at a RSL of 15 is \$29,885,535.00

This shows the direct relationship between the condition of the asset and the value of the asset. Last year the City budgeted roughly \$370,000.00 in street maintenance. This goes towards leveling courses, chip seal, slurry seals, overlays and road rebuilds. In addition to this the City crews have placed over 250 tons of asphalt for miscellaneous repairs and patching potholes. We strive to do the most good we can with the money that is allocated into our budget. That being said, even with this amount of money going into our roads we find ourselves falling behind and our RSL value declining every year. See attached chart.

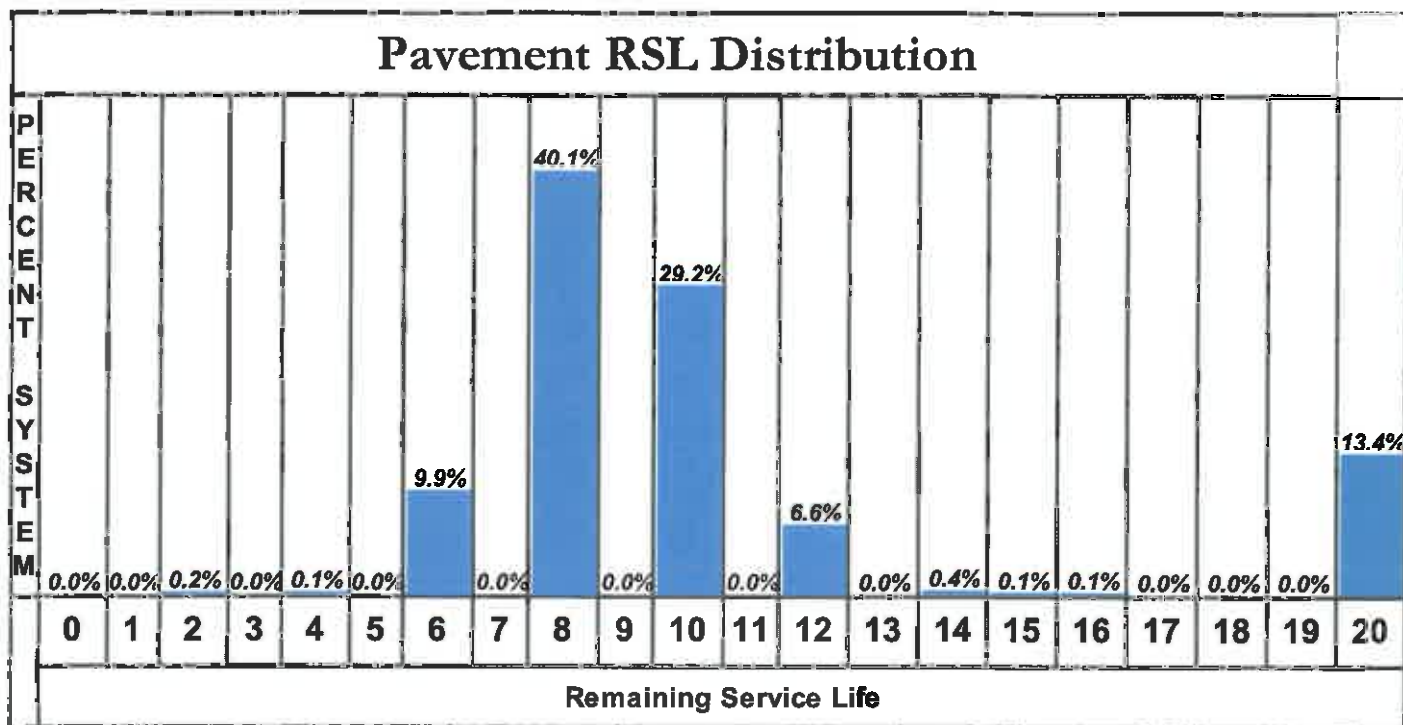
### **Sidewalk Repair and Replacement**

This year we had 1,802 square feet of sidewalk replaced. The City pays half and the resident pays half. We have repaired 1,936 lineal feet of sidewalk to remove trip hazards.

The Street Department priorities are:

1. Learn and implement new technology
2. Provide good service to the community
3. Good use of resources.
4. Work in a safe manner to protect the welfare of the residents

The Street Department has 7 full time employees. We also help with water leaks when needed.



The Average RSL for network is: 10.29

## Water Department

The Water Department is responsible for maintaining the following:

1. 1,200 Fire hydrants
2. 2,000 Main line valves
3. 5,000 Residential services
4. 200 Commercial services
5. 9 Reservoirs with the combined capacity of 6.6 million gallons
6. 4 Wells that together pump 3,500 gallons per minute
7. 4 Booster pump stations
8. Over 200 miles of main line pipe

In addition to the amount we pump from the wells we purchase 500 acre feet of water from Weber Basin Water.

The highest usage month for this year was August when the wells produced 75 million gallons of water.

The Water Department priorities are:

1. Provide service
2. Meet all State requirements
3. Maintain lines
4. Maintain meters

The Water Department has 4 full time employees. They also plow snow and help with road patching when needed.

## Fleet Management / Maintenance

Our fleet includes but is not limited to the attached IWORQ fleet report. A large portion of the small equipment, snow and salt equipment has not been added to the IWORQ Management System.

I also order and maintain the onsite fuel system.

For the most part I work with everyone that drives or operates cars, trucks, fire apparatus, earth movers, agricultural, lawn and garden equipment, pumps, pressure washers, and any equipment the City owns or could rent. The City also has 5 standby generators and I help with the maintenance and programming.

### Public Works

Street Sweeper truck	1
Fork Lift	1
Backhoe	2
Forks	2
Grapple bucket	1
Loader	1
Pumps	11
Hand held saws	3
Mobile saw	1
Agricultural tractor	1
Roadside mowers	2
Blade	1
Concrete grinders	2
Push cart	1
Pickups	20
Dump trucks	9
Trailers	8
Excavators	2
Snow plows	12
Sanders	11
Mobile weld & trailer	1
Mobile compressor	1
Small compressor	1
Small generator	1
Tack Pot	1
Roller	1
Rammer compactor	2
Plate compactor	2
Street Sweeper attachment	1

### Parks & Recreation

SUV	2
Trucks	16
Trailers	11
Stage & trailer	1
21" mowers	12
44" mowers	2
48" mowers	2
72" rider mowers	5
12' riding mower	1
Spray rigs	2
Walk behind aerator	1
Line painters	2
Lawn sweeper	1
Walk behind lawn vac.	2
Dry material spreader	2
Tractor aerator	2
Agricultural tractor	2
Snow blower for Toro	1
Push spreaders	6-8
Mobile pressure washers	2
Ride on spreader	1
Tillers	6
Brush mower/snow thrower	1
Chain saws	10
Hedge clippers	7
String trimmers	15
Reciprocators	10
Pumps	4
Excavator	1
Blowers	17
Back pack sprayers	12
UTV	2
Small generator	1

### Fire Department

SUV	1
Pickups	5
Trailers	3
UTV	1
Ambulance 1 ton chassis	3
Fire engines pumpers	4
Tankers 6X6 Military	2
Water pumps	6
Generators	3
Hydrant pumps	3



Ventilation fans	3
Snow blower	1

Police Department

Cars	15
SUV	7
Motorcycle	2
Trailer	1
Radar trailer	1
Four wheeler	1
Pickup	1

Building Inspection

Pickups	2
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Planning Department

Pickup	1
SUV	2

City Engineer

SUV	1
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Administration

SUV	1
Snow thrower	1

2013

# Parks & Recreation

Services Provided



Secretary 2

Louise  
Odysseus

6 YEARS

Secretary 2

Heidi  
Bouck

2 YEARS

Arts & Special Events  
Coordinator

Stefanie  
Gallagher

3 YEARS

Maintenance Worker 1

Brandon  
Carlile

1 YEAR

Recreation Coordinator

Rich Taylor

6 YEARS

Maintenance Worker 2

Kael  
Knowlton

3 YEARS

Parks & Recreation  
Director

Neil Miller

20 YEARS

Parks Superintendent

Colby  
Thackeray

10 YEARS

Recreation Coordinator  
/ Pool Manager

Sylvia  
Clark

6 YEARS

Maintenance Worker 1

Jae  
Horrocks

1 MONTH

# Parks

## *Parks 2013-2014 Budget*

Expenditures- \$593,000

## *Staff*

Full Time:

- Parks Superintendent- Colby Thackeray
- Maintenance Worker 2 - Kael Knowlton
- Maintenance Worker 1- Brandon Carlile
- Maintenance Worker 1- Jae Horrocks
- Seasonal Employees: 19
  - Mow Crew: 6
  - Trails Crew: 3
  - Game Mower: 1
  - Garden Crew: 4
  - Sprinkler Crew: 4
  - Safety Inspection/Playground Maintenance: 1

## *Parks Services*

Installation of Sprinkler Systems

Turf Maintenance- 98 Acres

Sprinkler Repair

Fertilizing- 22 Tons

Herbicide- 98 Gallons

Aerating- 98 Acres

Weed Eating- 20 Miles

Trails Maintenance- 45 Miles

Tree Maintenance-2,000+

Cemetery Maintenance

Cemetery Clean Up Prior to Memorial Day

Oscillate Around Head Stones

Interments – Approx. 70 per year

Baseball Field Maintenance- 3

Basketball Court Maintenance- 8

Bowery Maintenance-11

Restroom Maintenance- 7

Trails Snow Removal

Parking Lot Snow Removal- 12 lots

Playground Equipment Maintenance-11

Park Safety Inspections- 39 Locations

Tennis Court Maintenance- 8

Pool Facility Maintenance- 1

Community Center Facility Maintenance

On Call Rotation

# Recreation

## *Recreation 2013-2014 Budget*

Revenue- \$190,070

Expenditures- \$148,210

## *Staff*

Full Time:

- Recreation Coordinator- Rich Taylor
- Recreation Coordinator/ Seasonal Pool Manager- Sylvia Clark

Seasonal: 63

- Building Supervisors- 5 (Little Tykes/ Volleyball/Jr. Jazz)
- Site Supervisors- 4 (each league)
- Jr. Jazz- 16
- Archery- 1
- Football- 4
- Spring Soccer- 15
- Fall Soccer- 17

Volunteer Coaches- 386

## *Recreation Services*

Leagues

- Jr. Jazz Basketball- 512
- Spring Soccer- 954
- Youth Tennis Lessons- 443
- Fall Soccer- 901
- Football-216
- Co-ed Volleyball-132
- Little Tykes Basketball- 324

Total League participants: 3,482

Misc. Programs

- Archery- 166
- Davis High Track & Field Clinic- 19
- Hershey's Track and Field
- Adult Tennis Lessons- 37
- Youth Tennis League- 52
- Co-ed Adult Soccer- 150
- Group Guitar Lessons- 33
- Art Attack- 40
- Cheerleading- 35
- Davis High Volleyball Clinic-71

Total Misc. Program participants- 603

Ways that Farmington Recreation is different than other recreation programs

- We allow a friend request
- We allow a coach to request their own child and (usually) two others

# Swimming Pool

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## *Pool 2013-2014 Budget*

Revenue- \$236,200

Expenditures- \$236,115

## *Pool Season*

Memorial Day – Labor Day

## *Staff*

Full Time:

- Recreation Coordinator/Seasonal Pool Manager- Sylvia Clark

Seasonal:

- Asst. Manager- 3
- Head Guards- 5
- Lifeguards- 15
- Swim Instructors- 22-25 (Usually swim teachers are also a lifeguard or office staff)
- Office Staff- 10

## *Pool Services*

Lap Swim

Open Swim

Water Aerobics

Days Open- 85

Total Entries- 14,480

Swim Lessons- 2,116

Lifeguarding Class- 20

Water Safety Instructor Class- 16

Boy Scout Merit badge- 231

Private Parties- 71

Employee Family Pass- \$25

# Arts & Special Events

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## *Arts 2013-2014 Budget*

Revenue- \$31,400

Expenditures- \$28,100

## *Special Events 2013-2014 Budget*

Revenue- \$54,500

Expenditures- \$54,360

## *Staff*

Full Time:

- Arts & Special Events Coordinator- Stefanie Gallagher

Other

- Volunteers- 302

## *Arts Services*

Spring Youth Theater- 93

Summer Musical- 27

Dinner Theater- 9

Fall Youth Theater- 51

Total Participants- 180

## *Special Event Services*

Storytelling

Farmington's Got Talent

Easter Egg Hunt

Lunch with the Mayor

Miss Farmington Pageant

Farmington Festival Days

Little Miss

Volunteer Appreciation Dinner

Halloween Event, Sponsored by Miss Farmington

Cori Connors Christmas Concert

Christmas with Santa

# Parks & Recreation Challenges

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## *Parks*

Seasonal Employees

Equipment

Field Maintenance/ New Park Construction

## *Recreation*

Facilities Indoor and Outdoor

Volunteer Coaches

## *Pool*

Maintenance (age of the pool)

Re-plastering the pool

Size of the pool

## *Arts & Special Events*

Volunteers



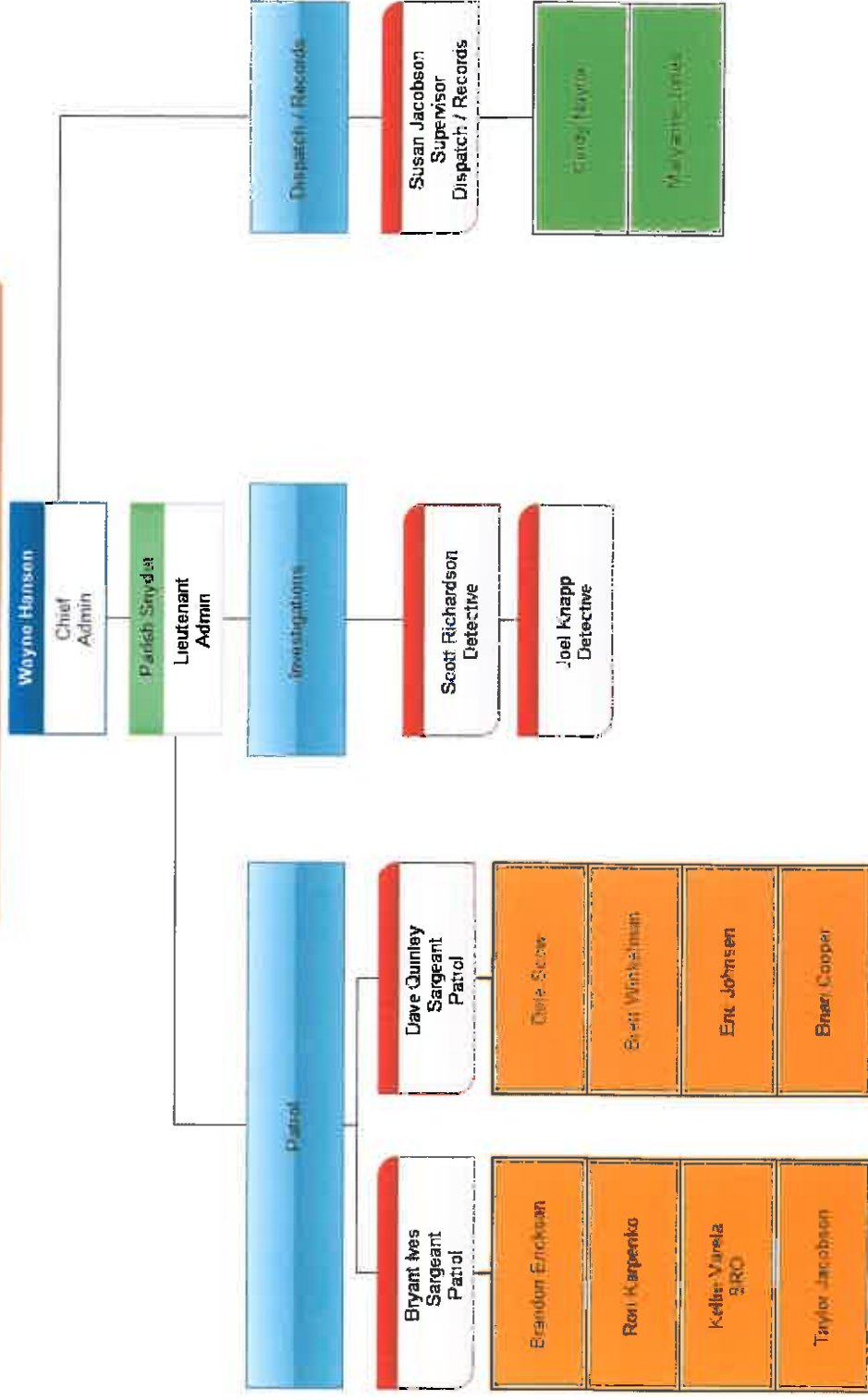
# Farmington Police (Festival Days 2012)



FARMINGTON  
**POLICE**

# Introduction and Review

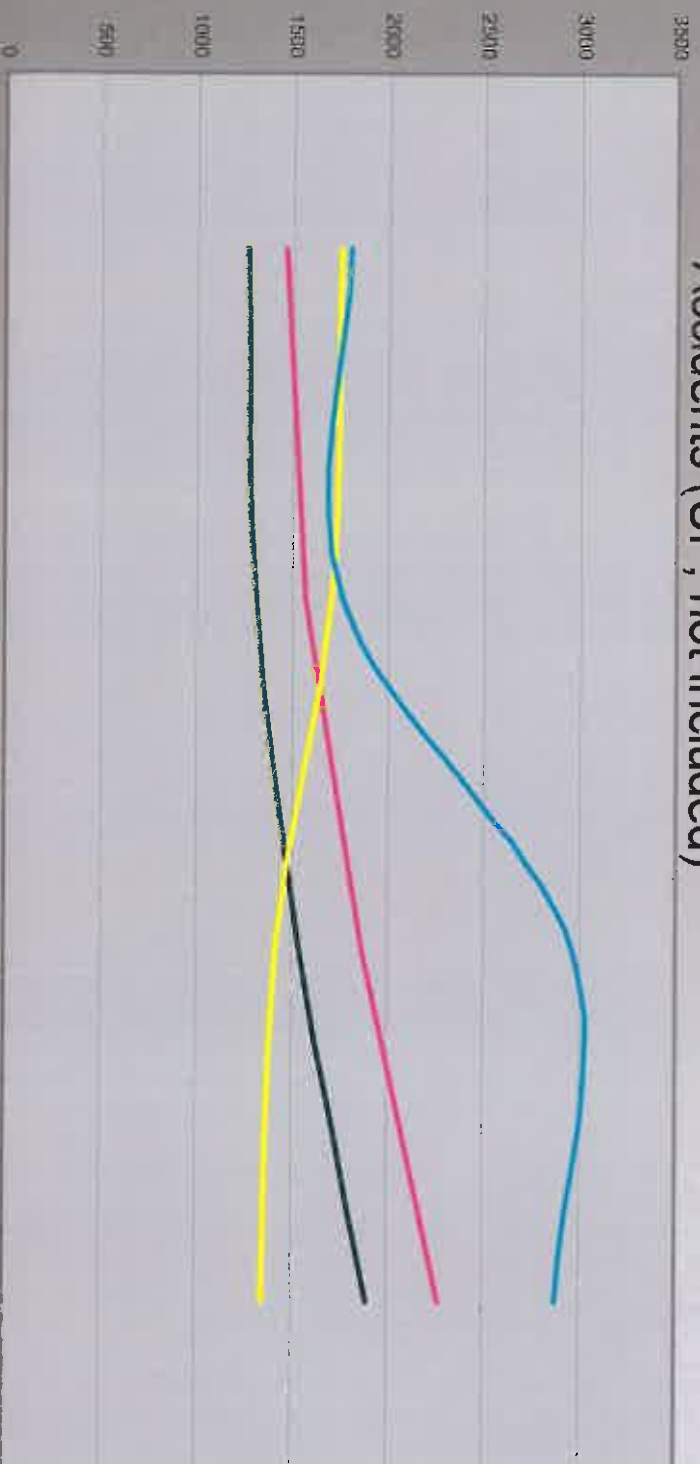
## Farmington Police Department Breakdown 2012



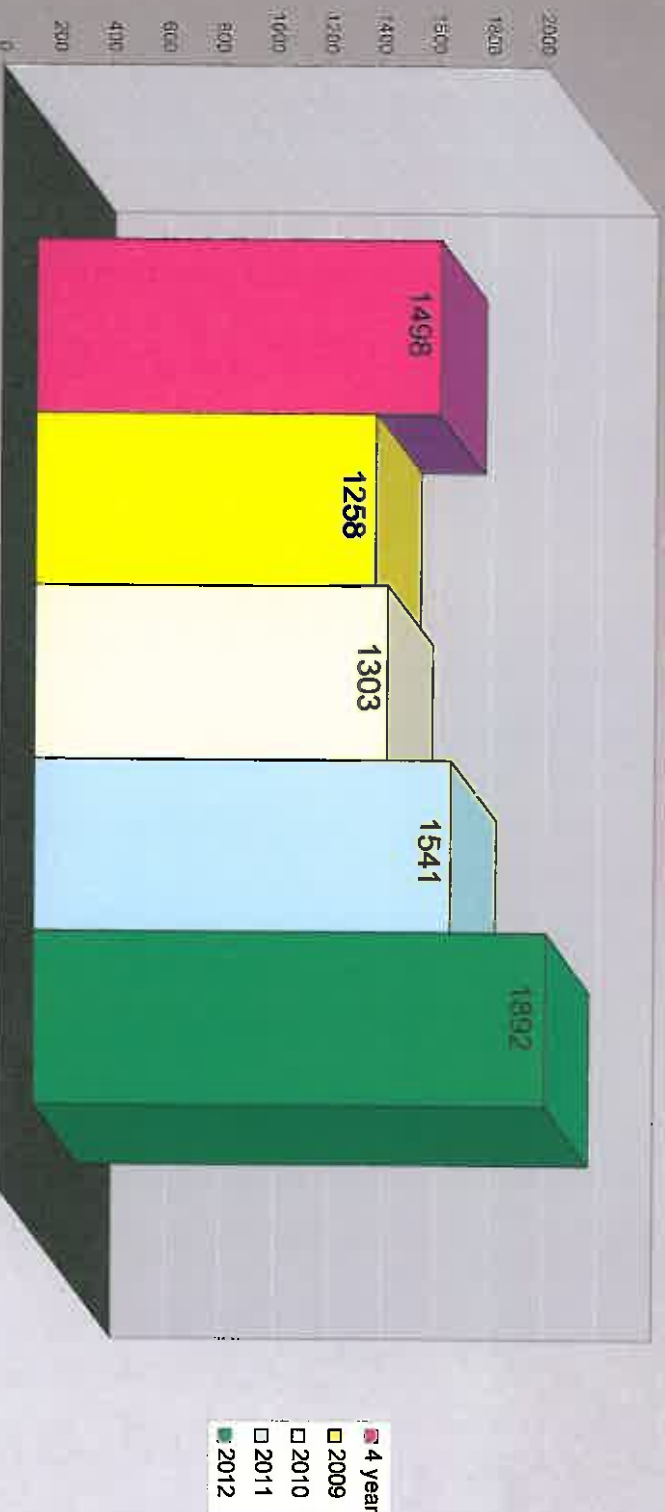
# Trend comparison

Looking at 4 measurable quantities over the past 4 years....

- Case load (UP)
- Activities (UP)
- Citations (DOWN)
- Accidents (UP, not included)



# Case Comparison for 2009-2012



- 50% Increase in Cases taken from 2009 to 2012
- 22% Increase from last year
- Average cases taken from 2009-2010 is 1498:
  - 23% Increase in cases over the 4 year average



# Activities for 2009-2012

An Activity is created when an officer:

- "On-Views" or is Called to a non-crime incident.

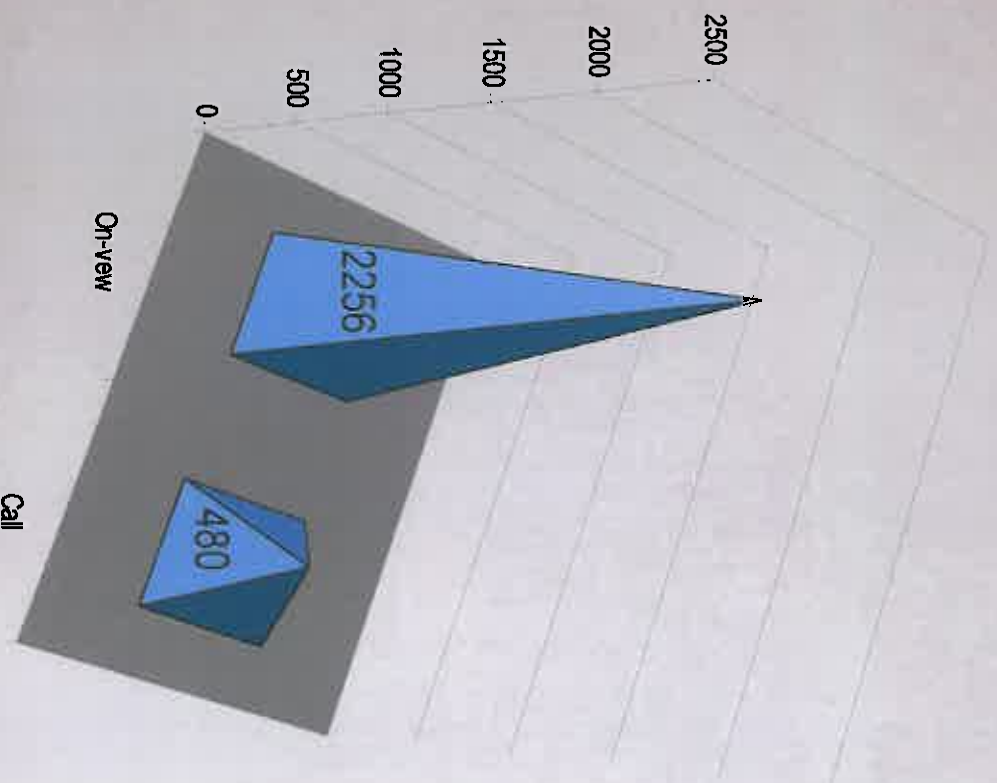
- Examples:

- Keys
- Traffic Stop
- Alarm
- Security Check
- Citizen Assist
- Vacation Request
- Welfare Check



# Station Park 2012

- Officers respond or discover occurrences in a given area called Grids that are recorded in two ways:
  - 1 an Activity code and instance on the log is created
  - 2 A report is created
- Activity Codes can be classified as, Call or On-View
- In 2012 we created a separate Grid for Station Park
- In 2012, Station Park generated 2736 Activities.



## City Council Orientation 2013



- Since 1907 -





## FFD Mission Statement

*"To mitigate the impact of hazardous situations on life, property, and the environment through effective response, prevention and preparedness programs, while maintaining a high level of employee safety and well-being"*

## FFD Career Members



**Guido Smith** - Fire Chief / 3 Years FFD (23 Years Fire / EMS)



**Jay Barnum** - Shift Captain "A" Platoon / 6 Years FFD (8 Years Fire / EMS)



**Chris Winter** - Shift Captain "B" Platoon / 2 Years FFD (10 Years Fire / EMS)



**Rich Love** - Shift Captain "C" Platoon / 28 Years FFD

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## FFD Part-time, Contracted & Volunteer Members

### **Part-time / Regular Status:**



**Paul Hayward** - Fire Marshal (20 Hrs. per week)



**Mandice Stokes** - Administrative Assistant III (20 Hrs. per week)

### **Part-time Paid On-Call:**

- Operations Battalion Chief Gary McCloy
- Operations Battalion Chief Steven Dyer
- Special Operations Captain Bryan Thurgood
- 12 Engineers (Driver Operators / Firefighters / EMS)
- 12 Firefighters / EMS
- 3 Ambulance Technicians (EMS Only)

### **Contracted:**

Medical Control Physician Scott Fredrickson M.D.

### **Volunteers:**

Pastor Mike Pless



## Fire Department & EMS Budget 2013-2014

Fire Department - \$848,428

Ambulance - \$357,200

EMS Revenues- Approx. \$210,000

Grant Revenues – Approx. \$190,000

### Fire Department & EMS Services:

#### Critical Incident Mitigation:

**Advanced Life Support / EMT Advanced Agency** - Traumatic Injuries (to include Non-Accidental Trauma and Gun Shot Wounds, etc.), Illnesses, Overdoses, Respiratory & Cardiac Emergencies (to include cardiac arrest), Near-Drowning's, Poisonings & Reactions (to include anaphylactic events), Hazardous materials exposure.

**Fire Suppression** - Structure (Residential, Commercial and Low-Rise), Wildland (City, County and USFS), Vehicle Fires (to include Passenger Vehicles, Semi Trucks, Trains, Commuter Rail), etc.

**Rescue** - Vehicle Extrication, Technical (Rope Rescue), Ice & Water Rescue, Trench / Confined Space Rescue.

**Hazardous Materials** – Residential & Commercial, Interstate, Rail and Underground Pipelines.

**Natural Events** – Severe Storms, Mud Slides, Seismic Events, etc...

**Other** – County-Wide Mutual-Aid, Search & Rescue, Air Rescue / Landing Zone Operations, Mass Casualty Incidents (MCI), Pandemic Response and *all other calls upon when no one knows what else to do!*

#### Regular Services & Preventative Services:

**General Alarms / Calls** - Fire & EMS alarms, smoke scares, sick persons, unknown conditions, CO detector activations, minor spills, public / citizen assist calls, inter-facility / basic transports to Hospitals, etc.

**Public education** – Community education programs, such as "FireWise" and Fire Prevention activities during the fire season (door to door campaigns), School education programs to include life safety fairs and station tours, not to forget "Lunch with the Mayor" activities. Adult education to include 1<sup>st</sup>-Aid Training / CPR Training / CERT training, and other training requested by special interest groups.

**Building & Planning** – Fire Plan Reviews, DRC participation in addition to various other code related activities.

**Business Inspections & Pre-Planning** – Performs life safety inspections in business, day cares, hotels, amusement parks in addition to evaluating and preparing for emergency response plans (pre-plans).

**Ongoing Hazard Assessments** – Infrastructure, Commercial, Interface, ISO, NFPA, FEMA, NIOSH, etc.

### **Fire Department Activities / Statistics:**

Projected Emergency Call Volume FY-2014 = 900-1100

### **Personnel Qualifications & Requirements:**

All firefighting personnel are required to maintain national & international certifications / accreditations through the International Fire Service Accreditation Congress (IFSAC) and/or The National Board of Fire Service Professionals Qualifications System (Pro-Board) to meet and/or exceed industry professional standards which include:

*Firefighter Certifications, Hazardous Materials Certifications, Apparatus Driver / Operator Certifications, Wildland Firefighter Certifications, National Incident Management Systems Certificates.*

In addition, all EMS personnel are required to maintain all requirements set forth by the Utah Bureau of Emergency Medical Services (UBEMS) to meet and/or exceed industry professional standards which include:

*Emergency Medical Technician – Advanced (EMT-A) Certification or Greater, Basic Life Support Provider (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS) or equivalent, Pre Hospital Trauma Life Support (PHTLS) or equivalent, Emergency Vehicle Operations (EVO).*

Leadership personnel also require various special qualifications for managing fireground operations and leadership duties which include:

*Fire Officer Certifications, Command Training Center (CTC) Certifications, Advanced NIMS Certificates, Fire / EMS Instructor Certifications, Various Rescue Technician Certifications.*

All the above requirements are maintained through on-going training within FFD (Drill Nights), during shift hours and third-party training seminars / academy courses etc.

### **Health & Wellness:**

FFD requires all personnel to comply with a wellness program designed to reduce firefighter injury and/or death. This program requires annual physical screening and completing various practical skills based on job description. FFD members also receive gym membership and perform PT on a regular basis. Note: All fulltime staff members attend PT every shift.

### **Staffing Matrix:**

Minimum staffing of three (3) personnel 24/7 utilizing creative staffing solutions as follows:

Each platoon (two-day shift / 48 hours) has 1 career Shift Captain working with 2 part-time paid on-call personnel.

Note: These part-time personnel bid for shifts ranging from 5-24 hour increments and are assigned to a specific platoon. The primary function of these part-time paid on-call firefighters is to support their respective platoons on call-backs to backfill the station after an initial call goes out, thus aiding in the staffing of apparatus.

In addition to each platoon being staffed with three personnel, the Chief also provides staffing during regular (and on-call) hours while a part-time paid on-call Battalion Chief provides after-hour responses to achieve 4-handed staffing on fire calls as required by national standards. This staffing matrix is **extremely** cost effective compared to traditional staffing models.

### **Future Vision / Opportunities / Challenges:**

Based on recent planning and growth projections, the following items have been identified as priority benchmarks for FFD:

- **Staffing** – Add one (1) additional fulltime position to each platoon – ensuring 1<sup>st</sup> medical calls are always staffed.
- **Apparatus** – Acquire 100' ladder truck with the assistance of impact fees to meet our operational demand potentials.
- **Facilities** – Provide a permanent facility (west side of I-15 corridor) to better serve the new growth of Farmington.



**WE LOOK FORWARD TO MEETING WITH EACH OF YOU SHORTLY!**

Feel free to contact Fire Chief Guido Smith at your convenience: (801) 643-4142

[gsmith@farmington.utah.gov](mailto:gsmith@farmington.utah.gov)

# community development 2013





## Planning



Heidi Gordon  
3 Years  
Planning Secretary

- Schedules building inspections
- Customer Service walk- ins and phone
- Code Enforcement
- Assist with Planning Commission
- The Real Boss of the Planning Dept.



Ken Klinker  
9 Years  
Storm Water  
Official



Eric Anderson  
.5 Years  
Associate City Planner



David Petersen  
19 Years  
Director

## Computers



Matt McCullough  
6 Years  
GIS Specialist  
and  
IT Guru



Ralph Gibbons - 30 Years  
Code Enforcement

## Building



Melissa Jackson  
8 Years  
Building Secretary

- Schedules building inspections
- Customer Service walk- ins and phone
- Schedules fee payments
- The Real Boss of the Building Dept.



Eric Miller  
19 Years  
Building Official



Ed Pehrson  
8 Years  
Building Inspector

# Community Development Department 2013 to Date

## Building:

- 164 Residential Building Permits
- 59 Commercial Building Permits
- Major permits include, among others: Hampton Inn, Station Park buildings A, B, C, D, J, K, KA, OV which include The Gap, Bohme, Twigs, Old Navy, Banana Republic, Couture, Toby Keith, Apple Store, J. Crew, The Gym, Nordstrom Rack, etc.
- Building Complaints
- Fadel Barn Sign

## Planning:

- 21 Subdivisions (i.e. Kestrel Bay, Spring Creek Villas, The Avenues at Station Park, etc.);
- 14 Conditional Use/Site Plans (Forza soccer fields, Farmington Bay office/warehouse, Lagoon electronic message sign, Maverick, Charter School, etc.);
- 4 Site Plan and Project Master Plans (PMP) (Shepard Lane Office building, etc.);
- 4 Zone Change applications;
- 9 Zone Text Change applications (Demolitions, TDR's, RMU building height, Regulating Plan update, Sign Ordinance, etc.);
- 3 General Plan Amendments (Trail Master Plan, etc.);
- Other applications (Variances, Street vacations, Temporary uses, and Miscellaneous, easement revocations, boundary adjustments, etc.).

## Code Enforcement:

161 Notices/citations, including Fadel Barn/Sign, Brent Pack cars, dozens of sign violations, and others.

## Stormwater:

Utah Pollution Discharge Elimination System Permit Administration - stormwater pollution prevention plan review, construction site inspection; Chair of Davis County Stormwater Coalition; public education; staff training, stormwater analysis, ordinance enforcement (MudCop); Flood Zone Administration - Letter of Map Amendment for homes in flood plain, LOMR review (Kestrel Bay, Farmington Creek Estates); Grading Plan Review for all subdivisions; final grade inspection for all homes; Conservation Easement Review; Development Bond Administration; subdivision inspections for bond release; Code Enforcement - signs; Business, Liquor and Solicitor License Review; Ordinance review and revision

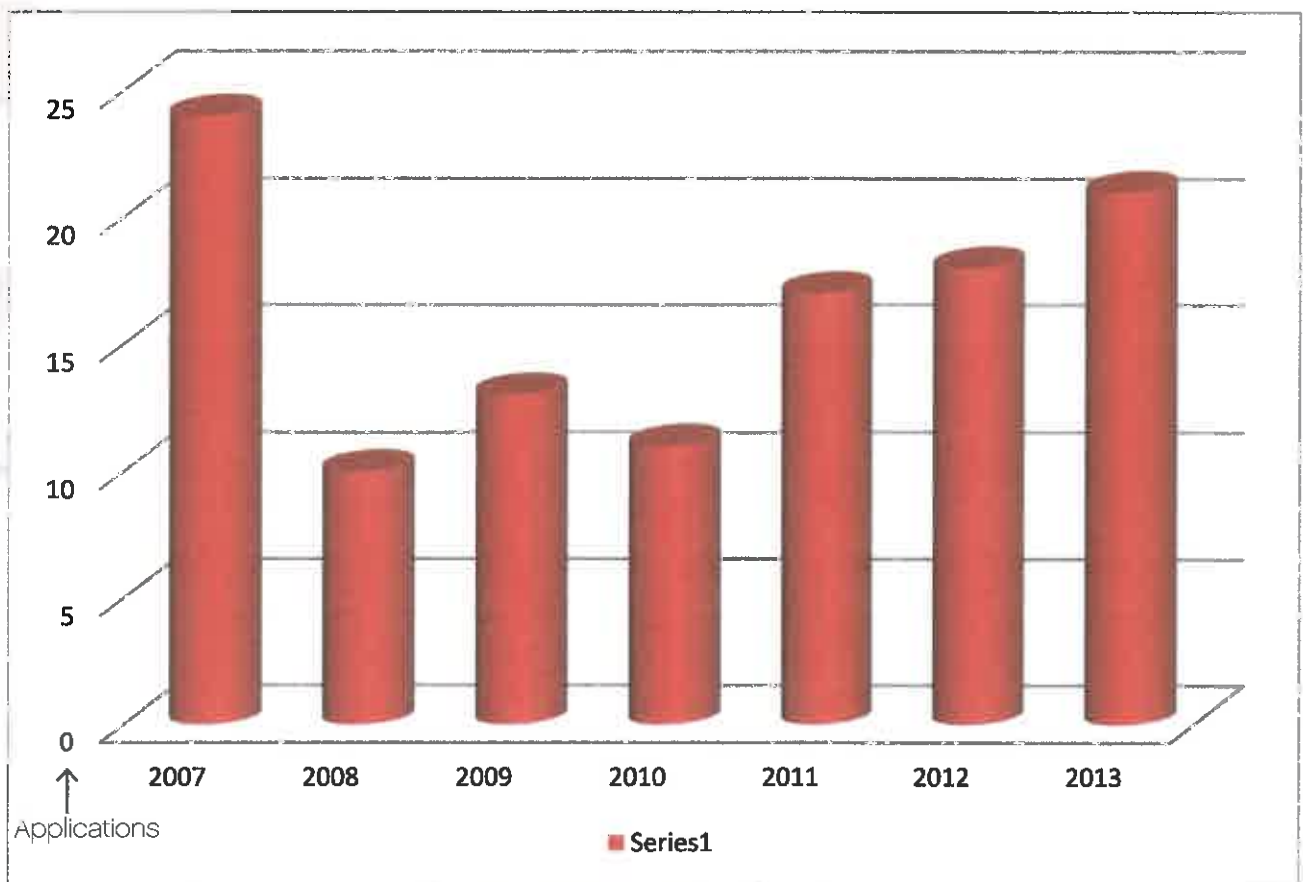
## GIS/IT;

Online Mapping Application; Sidewalk Trip Hazard Inventory; 2013 Aerial Photography and Topography; GIS Mapping of Fire and Medical Calls; GIS Mapping of Police Citations; GIS Mapping of Radar Trailer, Gun and Board for Police Dept.; GIS Mapping of Code Enforcement Issues; GPS of City Trails AND 5 year contract with Comcast for new Fiber Optic Network (2013)

City Website at [www.farmington.utah.gov](http://www.farmington.utah.gov); Email; Servers; Data Recovery and Backup Phone System; VPN Access; Networking; Computer Hardware; Software (Microsoft Open Gov License 2013); Troubleshooting

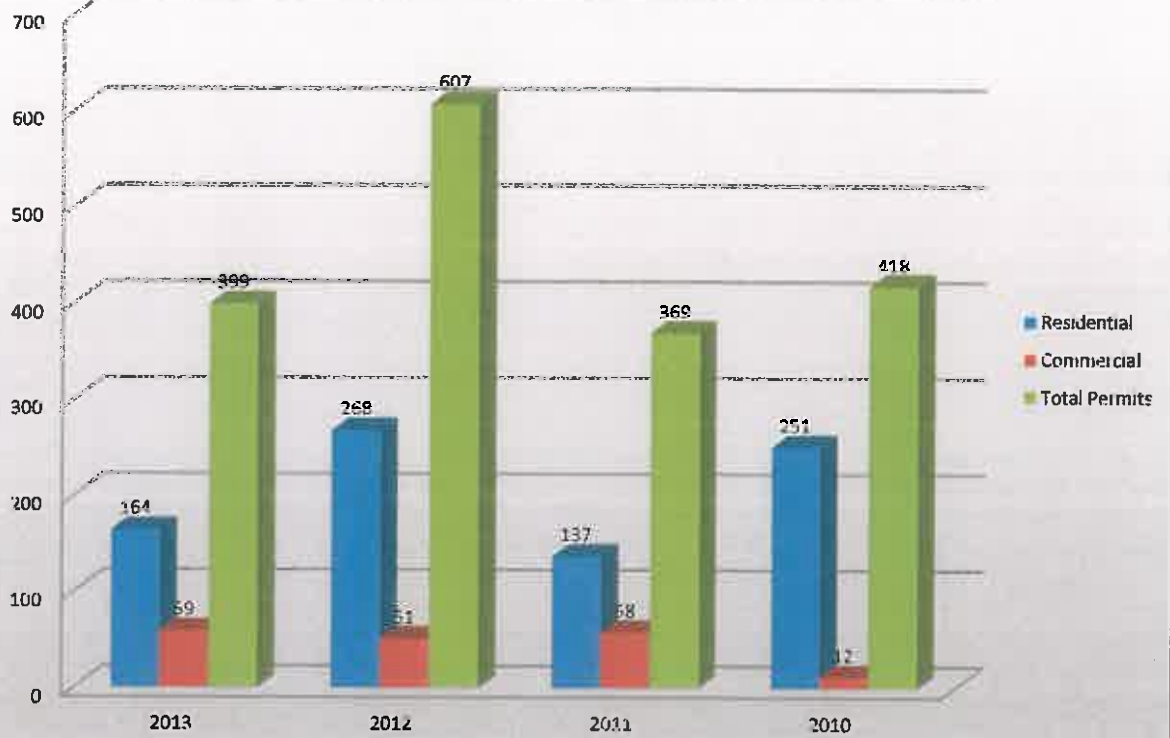
## Other:

Thousands of inquiries at the counter, emails, and phone; Transportation (WFRC TAC committee's); PC and CC packet preparation (46 +); WDC analysis/response; Legal matters; Population/Socio Economic projections; Historic Preservation. Training.



Subdivision Applications

## Building Permit Statistics



## Inspection Statistics

